



Occupational Outlook 2002 Training Directory

Prepared by Tulare County Workforce Investment Board, Inc.

2002

OCCUPATIONAL OUTLOOK

The California Cooperative

CCSSS

Occupational Information System

Sponsored by:

THE TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.

Bill DeLain

Chair

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Administrator

and

THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

http://www.calmis.ca.gov

For Labor Market Information Contact:
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ACKNOWLEDGMENTS

On behalf of the Tulare County Workforce Investment Board, Inc., I would like to express my gratitude to all the people who gave their time and expertise to this year's Occupational Outlook Report.

I would like to thank the approximately 300 Tulare County employers who participated. By answering questions on twenty different occupations, these employers made this report possible. A special thanks to the employers who allowed their employees to be photographed for the report.

I also want to thank the State of California LMID staff for their excellent work and constant support.

Sincerely,

Joseph Damil

Joseph H. Daniel Administrator

East Fork Gorge – Kaweah River

The cover photo of East Fork Gorge on the Kaweah River, was taken by Bill Pooley, near the Sequoia National Park entrance. The Kaweah River is named after the Gaweah Tribe that lived near Woodlake. The English translated the "G" to a "K", resulting in today's modern spelling. *Kaweah* means raven's cry. The tribe was so named because they were known to be a rowdy bunch and

often raised a lot of noise...like a flock of ravens.

Kaweah River has 3 main forks: the North, South and Middle forks. The East fork branches off of the Middle fork and flows to Mineral King. The river originates in the Sierra Nevada mountains at Sequoia National Park. The river flows through the foothills of the southern Sierra Nevada Range of California along Highway 198. The river passes through the small town of Three Rivers and ends up in Lake Kaweah (Terminus Reservoir), where the water is used for the irrigation of Tulare County crops. It's one of the shortest drainages in the US from its headwaters at 12,000 feet to Lake Kaweah.

Thousands of years ago a group of immigrants, probably originally from Siberia, began to settle the Tulare Lake region of the San Joaquin Valley. This was an area that had long been the home of what have been named the ancient Hokan people.

One band of these Penutian immigrants, the ancestors of what became the Yokuts people, settled in the foothills of the Kaweah River. By at least 3,000 years ago, a Yokuts subgroup named the Wukchumni had permanent villages in the Terminus Dam area below Three Rivers and had claimed all the waters of the Kaweah's East fork as their territory.

There they gathered herbs, bulbs, grasses; and killed deer, mountain sheep and bear. It was hundreds of years before another group of people came to share these East fork summer camps. Around 500 to 700 years ago, some new immigrants appeared from the east side of the Sierras to claim land for their own villages above the Yokuts communities. The Potwishas and the Wukaschis were subgroups of Monaches who lived in the foothills near the lower Kaweah River.

It was not until trapper Jedediah Smith led his men through the Sierra foothills in 1827, that the Kaweah Indians met their first Americans. The first white settler arrived in 1856, a cattleman named Hale Dixon Tharp (1829-1912).

Today, Kaweah River is a popular whitewater-rafting destination. Kaweah River rafting is non-stop action as it flows through countless rapids and continuous class 4 whitewater. With names like "Suicide Falls" and the "Flood", Kaweah River is one of the best whitewater rafting experiences in California.

Sources: http://kaweahoaks.com; www.mkhelp.com; www.americanparknetwork.com; www.bmwnorcal.org; wwwlnanaellen.com

Photo of East Fork Gorge by Bill Pooley; http://c2.com/kaweah/

TULARE COUNTY PROFILE

Located in the center of California, midway between San Francisco and Los Angeles, nestled between the Sierra Nevada and Coastal mountains, in the heart of the San Joaquin Valley, is Tulare County. Because of Tulare County's proximity to two major highways and the interstate, there are over 40 major interstate trucking services in Tulare County, making shipping readily available for local businesses. Tulare County is an ideal location for companies seeking easy access to major markets in the western United States and the Pacific Rim.

In 2001, there was an *average* of 170,900 people in the Tulare County civilian employment workforce. Of those 11,300 are self-employed individuals, unpaid family workers, household domestic workers and workers on strike. Of the remaining 133,200 workers, 33,100 are agriculturally employed, and 100,100 are employed in the goods and services industries. The industry breakdown is as follows:

Industry	2001
Agricultural/Farm	33,100
Mining & Construction	5,300
Manufacturing	11,900
Transportation & Public Utilities	4,700
Wholesale Trade	4,700
Retail Trade	20,000
Finance, Insurance & Real Estate	4,000
Services	20,200
Government	29,300
Total Employment ¹	133,200

Tulare County also hosts the California Equipment Show International Exposition, the largest annual agricultural trade show in the world. This show, held in the city of Tulare, is attended by farmers, businessmen, and investors from around the world who view Tulare County as the leader in agriculture. At the 2002 California Farm Equipment Show, there were over exhibitors, and over 100,000 attendees.

Tulare County is the **number 1** agricultural producer in the nation. In 2001, Tulare County produced approximately 200 different crops. Those crops totaled over \$3.5 billion.² That total is due to Tulare County's long summers, fertile soils, and available ground water. In 2001, Tulare County's number one crop, milk, yielded \$1.2 billion, and was ranked first in the state. Oranges came in as the number two crop for the county grossing \$530.5 million. The number three crop for Tulare County was cattle which cashed in at \$438.5 million.²

Educational opportunities abound in Tulare County and the surrounding San Joaquin Valley, in facilities such as Porterville Community College and College of the Sequoias. There are two, four-year universities nearby, California State University, Bakersfield and California State University, Fresno. In addition, the University of California, Davis Extension, Fresno Pacific College and Chapman University offer classes throughout the County. Tulare County recognizes that education is the cornerstone to the success and future of the community and economy. Six percent of Tulare County residents have an Associate Degree; seven percent have a Bachelors Degree; and three percent have a Professional Degree.³

The Tulare County Workforce Investment Board, Inc. has three Business Resource Centers to enhance business retention and assist employers with their employment needs. To access services contact your local Business Resource Center at 800 266-3271.

Employment Development Department, 2001 Estimated State Averages

^{2 2002} Tulare County Agricultural Crop and Livestock Report, Tulare County Agricultural Commission/Sealer

^{3 2000} California Census

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INTRODUCTION

The following Occupational Report presents the findings of the annual local Labor Market Information (LMI) study conducted by the Tulare County Workforce

Investment Board, Inc. (TCWIB). In 1992 the TCPIC entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID) to study and present a current, short-term outlook of the labor market in Tulare County.

and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

In this report twenty occupations are profiled, based on information gathered in the summer and fall of 2002 from approximately 300 employers in Tulare County. This is the ninth year Tulare County has published a report. Coordination of the CCOIS project at the State level facilitates the integration of this

data for statewide use.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and projected growth rates. Program planners can use this information to

CCOIS began as a pilot program in 1986 and is now implemented throughout California. The Occupational Outlook Reports (OOR) produced under CCOIS are a source of local, up-to-date occupational information. In this report twenty occupations are profiled, based on information gathered in the summer and fall of 2002 from approximately 300 employers in Tulare County. This is the ninth year Tulare County has published a report. Coordination of the CCOIS project at the State level facilitates the integration of this data for statewide use.

evaluate, refine or eliminate programs, and to plan new programs.

Curriculum Design: Training providers can use this data to design and update their training curriculum based on current employer needs and projected trends as indicated in this report.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Tulare County.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that chances for job placement are greater because their training programs are developed using reliable, local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion and relocation purposes.

For further information, please contact the Labor Market Information Unit at (559) 713-5200.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers by providing a variety of current, local information for labor market decisions including personnel management, career counseling and selection, and vocational training program planning.

The information in this report can be used by a variety of organizations and individuals for many different purposes. The following are some possible uses:

Career Decisions: Career counselors and job seekers can use this data to assist them in making informed occupational choices based on skills, abilities, interests,

INTRODUCTION

TYPES OF OCCUPATIONAL INFORMATION

Each Occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer responses, as described in the "Research Methods" section of this report. Please keep in mind that the information reported represents a "snapshot in time" and there may be more current data to consider.

TITLE AND JOB DESCRIPTION

The title and definition for most occupations are based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics. The OES titles and descriptions often encompass multiple specific job titles found in the Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, Employment and Training Administration. Medium .15 to but not including .30

(144-288)

Small less than .15

(Less than 144)

According to EDD Occupation Projections for Tulare County, the average growth rate for 2002 is 9.8%. The following terms are used to indicate the relative, expected growth rate for the occupation in Tulare County.

Much Faster Than Average

1.5 times the average or more

Faster Than Average

Between 1.1 and 1.49 times the average

Average

Between .9 and 1.09 times the average

ALTERNATE TITLES

Job titles used for the respective occupation in the local job market as reported by par-

ticipating employers were included in this report.

According to EDD Occupational Projections for Tulare County, the average growth rate for the period of 1997 to 2004 is 9.8%.

Slower Than Average

Less than .9 times the average (but showing some growth)

KEY TERMS

The following terms are used to indicate the relative employment size of each occupation in Tulare County:

Percent of Wage and
<u>Term</u> <u>Salary Employment Total</u>

Very Large .65 and above (625 and above)

Large .30 to but not including .65

(289-624)

Remain Stable Zero

Slow Decline

Less than zero

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Introduction

have been shown as employers

the performance of job duties.

expressed them, these educational

requirements are not always essential for

EMPLOYMENT TRENDS

The local size and estimated projected growth through 2004 for each occupation surveyed, is data obtained from Table 6 of the EDD publication "Projections and Planning Information for Tulare County."

The information presented under the title "Source of Filled Vacancies" offers a profile of the local occupational pro-motions, separations, temporary positions, and growth.

The percentage of males and females in the occupation are included.

Also included is labor supply and demand information offered were rated from as "Very Important"." as "Very Important"."

while minimum educational requirements

experienced applicants. The following terms are used to classify occupational supply and demand:

Very Difficult: Employer demand is considerably greater

than the supply of qualified applicants. Employers often cannot find applicants when an opening exists.

Moderately Difficult: employer demand is somewhat greater than the supply of applicants. Employers may have some difficulty finding applicants at times and applicants may find little competition.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Where the Jobs Are: This table includes employment by Standard Industrial Code (SIC) Classifications to identify principal employing industries, reported by surveyed employers for each occupation.

EDUCATION, EXPERIENCE, AND SKILLS

This section presents results on educational levels, training, experience, and skills that surveyed employers want in job applicants. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational requirements have been included in this report.

Employers were asked to rate several occupation-specific skills as to their importance for job entry. The skills offered were rated from "0" as "Not Important" to "3" as "Very Important". The skills reported were selected

as the seven with the highest ratings.

The work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general

"skills areas," e.g., the "ability to work independently." In such cases the specific skills or skill clusters are not specified, and results should be interpreted by representing the areas of competence employers perceive to be important rather then more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing

WAGES AND BENEFITS

the focus of further inquiry.

Wages: Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. This information serves as a guide for comparing earnings from one occupation to another. This data is not intended to represent official prevailing wages.

Introduction

Wage data was typically collected between July and October of 2002, and reflect the following definitions:

New Hires/No Experience

Wages paid to persons trained but without paid experience in the occupation.

New Hires/Experience

Wages paid to experienced persons just starting at the firm.

3+ years Experience with Firm

Wages generally paid to persons with 3 years or more experience at the firm.

Benefits: Benefits most commonly provided local employers (in terms of percentage of frequency) to full-time employees whether it is a shared cost (employee pays a percentage) or is paid by the employer are listed. Not covered in the report are benefits offered to part-time employees unless they are significant. Also not covered are waiting or probationary periods required before some or all benefits go into effect.

Other Information: The weighted average hours worked per week by full-time, part-time, temporary/on-call, and seasonal workers (if applicable) is provided in this

section. Whether or not the employees are subject to a union or collective bargaining agreement, and promotional opportunities for employees.

RESEARCH METHODS

Occupation Selection: The occupations in this report were selected by surveying users of the report. A survey was mailed to representatives from the employment, training, and education fields. The survey respondents were asked to help select the 20 occupations for study in 2002. The survey respondents

screened the available occupations and made a recommendation to survey or not to survey the occupation.

In order for the occupations to be surveyed they had to meet the following criteria:

- The occupation has a substantial employment in the county.
- There is at least a 10% projected job growth rate in the county.
- Most of the occupations require two years or less of training.

Some of the selected occupations failed to meet the above-listed criteria, but were selected based on community interest.

LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

The occupations in this report were selected by surveying the users of the report. A survey was mailed to representatives from the employment, training, and education fields.

Definition of Occupations: The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. These

definitions define the activities and functions of the worker. OES definitions are broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separation). The WID planned the timelines for the studies, and in addition to the selection of the study occupations, engaged in the actual work of administering the surveys. The WID also provided data entry for subsequent tabulation, and final written analysis and information dissemination.

INTRODUCTION

Relevant sections of this report provide an overview of the criteria used in selecting occupations and procedures used in undertaking the study. The following is a more detailed description of the research methodology used.

Employer Survey Sample Selection: Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw employer samples representative of the industries employing workers in each study occupation. Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry represents the economic activity in which a firm is engaged.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a

representative sample, employers for each study occupation were drawn accordingly. The employer samples drawn were carefully

reviewed by the WID staff who added and edited employers as appropriate, to obtain balanced samples of 40 employers for most occupations.

completeness.

Questionnaire Development: Separate employer questionnaires were developed for each of the occupations in the study. LMID developed a framework of standardized questions to be asked which were included on each questionnaire. Additional occupationspecific questions were added to the two-page questionnaire provided by LMID, in an effort to collect data that would enhance this report. Of the information collected, the skills and computer software information was the most measurable in terms of providing job seekers with additional useful information about each occupation.

Survey Procedure: WID staff called employers to verify company name and address, verify existence of the occupation in the company, obtain the name of a contact person, and describe the study. The questionnaire was completed by telephone, faxed, or mailed to employers. Follow-up calls were made to employers who did not return the questionnaire. Employers who did not employ personnel in a particular occupation, hired only family members for that occupation, or contracted a private individual or company in that occupation were edited from the sample. All occupational data and employer information was reviewed to ensure accuracy and completeness. Employers were contacted again if the answers were unclear or conflicted with other responses.

Tabulation and Results: Survey responses were tabulated using software created by LMID and then analyzed by the Project Coordinator. Although wages

> = are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. Profiles were

All occupational data and employer information was reviewed to ensure accuracy and prepared for each occupation based upon the study

results. Each occupational profile provides information on wages and benefits, employer requirements, education and training, occupation size, and employment trends.

Dissemination: The WID will hold a meeting in February 2003 to disseminate this report. The WID will invite representatives from the many user groups of Labor Market Information to this meeting. Additional copies of the report will be distributed to various organizations such as, schools, economic development organizations, libraries, and other CCOIS participants throughout the state. The WID will also distribute copies to users upon request throughout the year.

NEXT: OCCUPATIONAL PROFILES

Accountants and Auditors

OES Code: 211140

Accountants and Auditors examine, analyze, and interpret accounting records for the purposes of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Titles: Accountant, and Staff Accountant.

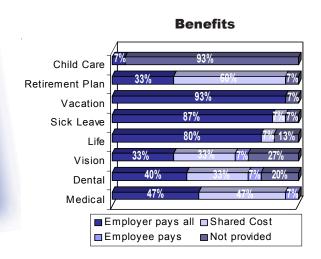
15 employers responded, representing 61 employees.



Glen McClafan, Ruiz Foods

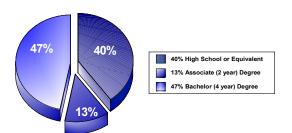
Wages and Benefits

WAGES	RANGE	MEDIAN
NONUNION		
New Hires/No Experience	\$11.03 - \$17.59	\$13.29
New Hires/Experience	\$8.00 - \$33.02	\$13.86
3+ Years at Firm	\$11.25 - \$36.18	\$16.78
UNION		
New Hires/No Experience	Employers requir	re experience.
New Hires/Experience	\$17.33 - \$24.08	\$23.93
3+ Years at Firm	\$21.06 - \$27.01	\$26.39



Employer Requirements

Education



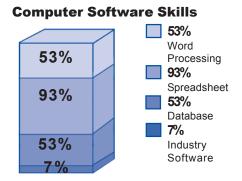
	Yes	No	Preferred	Months
Work experience required	80%	13%	7%	30
Training accepted as a substitute	20%	67%	0%	16
Technical or vocational	0%	0%	7%	12

Accountants and Auditors

OES Code 211140

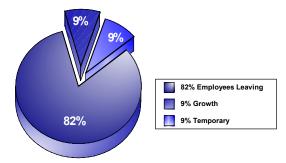
Very Important Skills

Ability to read and follow instructions Ability to write legibly Oral communication skills Ability to work under pressure Ability to work independently Business math skills Problem solving skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Executive and Legislative Accounting, Auditing & Boookkeeping Cheese, Natural and Processed

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	50
Jobs Due to Separations	50
Projected Job Openings	100

The projected job growth rate is 11.6%, which is growing faster than the average growth rate of 9.8% for the county. 87% of the employers expect employment for this occupation to remain stable, and 13% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants. Not Moderately Very

Experienced Inexperienced

Size of Occupation

Large (430 - 480)

Gender: 31% Male 69% Female

Employer Recruitment Methods		
Newspaper Ads	87%	
In-House Promotion or Transfer	40%	
Private Employment Agencies	27%	

Other Information

	Hours Per Week	% of Positions
Full-time	43	98%
Seasonal	69	2%

Employers responded that 80% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Financial Analyst, Account Manager, Assistant Finance Director, Finance Director, Senior Manager, Director, Senior Staff Accountant, and CPA (Certified Public Accountant) Manager.

Agricultural Inspectors

NON-OES Code: 219110999

Agricultural Inspectors inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety. Illustrative Examples: Meat Grader, Cattle Examiner, and Grain Sampler.

Alternate titles: Quality Control Person, Quality Technician, Quality Assurance Supervisor, Grading Supervisor, Supervisor, Inspector, AG Inspector, and Standard Inspector.

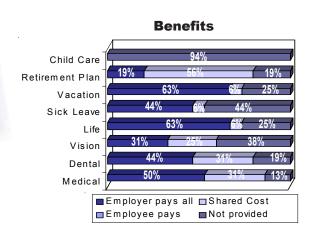
16 employers responded, representing 162 employees.



Angelica Contreras, Valley Sweet

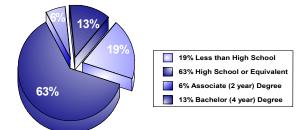
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$8.00 - \$15.21	\$10.00
New Hires/Experience	\$7.00 - \$15.82	\$10.12
3+ Years Experience at Firm	\$7.43 - \$26.78	\$11.75



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	56%	13%	31%	16
Training accepted as a substitute	13%	75%	0%	11
Technical or vocational	0%	100%	0%	0

Agricultural Inspectors

NON-OES Code: 219110999

Very Important Skills

Ability to inspect and evaluate the quality of products Ability to work independently

Ability to work under pressure

Oral communication skills

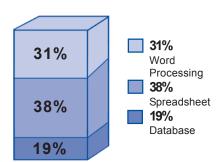
Ability to write legibly

Ability to read and follow instructions

Knowledge of agricultural government regulations (as pertains to the job)

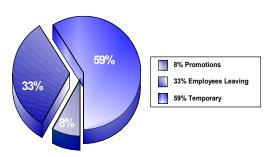
Problem solving skills





Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Crop Preparation Service for Market Cheese, Natural and Processed Food and Kindred Products

Projections for Tulare County

EDD Occupational Projections 1997-2004 No Projections

94% of the employers expect employment for this occupation to remain stable and 6% expect employment for this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

- No Data Available

Gender: 28% Male 72% Female

Employer Recruitment Methods		
Newspaper Ads	31%	
In-House Promotion or Transfer	25%	
Word of Mouth	25%	
Employment Development Department	19%	

Other Information

	Hours Per Week	% of Positions
Full-time	40	80%
Seasonal	69	20%

Employers responded that 88% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Manager, Quality Manager, Supervisor, House Foreperson, Lead Person, Technician, and House Supervisor.

Bus and Truck Mechanics

OES Code: 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

Alternate Titles: Mechanic, Bus Mechanic, Senior Equipment Mechanic, Heavy Equipment Mechanic, Truck Mechanic, and Diesel Engine Specialist.

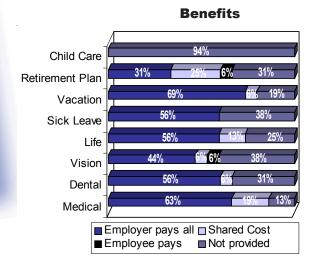
16 employers responded, representing 73 employees.



Seth Bergen, City of Tulare

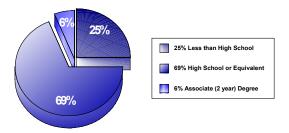
Wages and Benefits

WAGES	RANGE	MEDIAN
NONUNION		
New Hires/No Experience	\$6.75 - \$11.03	\$11.00
New Hires/Experience	\$7.00 - \$17.17	\$11.36
3+ Years at Firm	\$9.00 - \$20.00	\$13.81
UNION		
New Hires/No Experience	Employers requi	re experience.
New Hires/Experience	\$14.03 - \$25.08	\$15.22
3+ Years at Firm	\$16.33 - \$27.10	\$17.00



Education

Employer Requirements



	Yes	No	Preferred	Months
Work experience required	81%	0%	19%	30
Training accepted as a substitute	38%	63%	0%	17
Technical or vocational	13%	88%	0%	18

and Diesel Engine Specialists

OES Code 853110

Very Important Skills

Ability to use hand tools

Ability to implement safe work practices

Ability to work independently

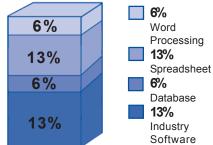
Ability to read and follow instructions

Ability to repair diesel engines

Knowledge of basic auto mechanics

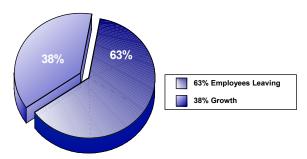
Ability to write legibly

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Elementary and Secondary Schools Local Trucking, Without Storage Trucking, Except Local General Automotive Repair Shops

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	10
Jobs Due to Separations	40
Projected Job Openings	50

The projected job growth rate is 4.2%, which is growing slower than the average growth rate of 9.8% for the county. 88% of the employers expect employment for this occupation to remain stable, and 13% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			•
Inexperienced			•

Size of Occupation

Medium (240 - 250)

Gender: 100% Male 0% Female

Employer Recruitment Methods		
Walk-In Applicants	50%	
Newspaper Ads	63%	
Employee Referrals	44%	

Other Information

	Hours Per Week	% of Positions
Full-time	41	97%
Part-time	20	3%

Employers responded that 69% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Lead Equipment Mechanic, Equipment Maintenance Superintendent, Lead Mechanic, and Transportation Supervisor.

Dental Hygienists

OES Code: 329080

Dental Hygienists perform dental prophylactic treatments and instruct groups and indididuals in the care of the teeth and mouth.

Alternate Titles: Assistant Teacher, Special Needs Coach, Day Care Assistant, Helper, Teacher Assistant, Teacher Aide, Teacher I, Teacher II and Teacher.

15 employers responded, representing 43 employees.

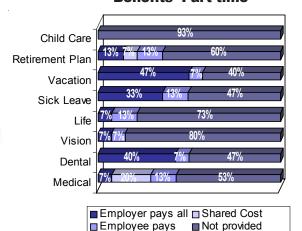


Evelyn Morrison, Dr. James M. Moran DDS

Wages and Benefits

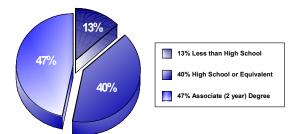
WAGES	RANGE	MEDIAN
New Hires/No Experience	\$28.75 - \$33.	00 \$31.25
New Hires/Experience	\$27.00 - \$37.	50 \$32.50
3+ Years at Firm	\$27.00 - \$43.	75 \$36.00

Benefits--Part-time



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	47%	7%	47%	22
Training accepted as a substitute	27%	67%	0%	21
Technical or vocational	47%	53%	0%	27

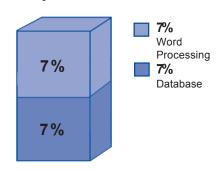
Dental Hygienists

OES Code: 329080

Very Important Skills

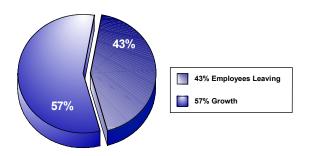
Oral communication skills
Ability to work independently
Public contact skills
Ability to read and follow instructions
Knowledge of anesthesiology
Ability to write effectively
Possession of a Radiation Safety Certificate

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Offices and Clinics of Dentists

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	20
Jobs Due to Separations	30
Projected Job Openings	50

The projected job growth rate is 11.1%, which is growing faster than the average growth rate of 9.8% for the county. 93% of the employers expect employment for this occupation to remain stable, and 7% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Experienced Not Moderately Very
Inexperienced

Size of Occupation

Medium (180 - 200)

Gender: 0% Male 100% Female

Employer Recruitment Methods		
Newspaper Ads	47%	
School/Program Referrals	33%	
Employee Referrals	20%	

Other Information

	Hours Per Week	% of Positions
Full-time	35	5%
Part-time	19	93%
Temporary/On Call	8	2%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: None reported.

Education Administrators

OES Code: 150050

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Please include administrators of separate training and instructional organizations (or programs) in private business or other agencies.

Alternate Titles: Superintendent, Principal, Assitant Superintendent, Dean of Students, Assistant Director, District Superintendent, Dean and Campus Director.

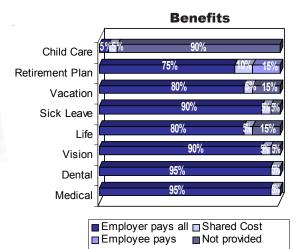
20 employers responded, representing 95 employees.



Dr. Rosa Carlson, College of The Sequoias

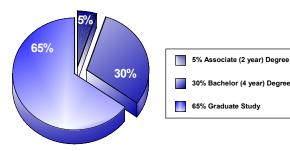
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$21.31 - \$35.	00 \$28.77
New Hires/Experience	\$15.34 - \$45.	55 \$32.60
3+ Years at Firm	\$19.18 - \$52.	99 \$35.57



Employer Requirements

Education



_		Yes	No	Preferred	Months
	Work experience required	70%	10%	20%	34
	Training accepted as a substitute	20%	70%	0%	21
	Technical or vocational	15%	85%	0%	16

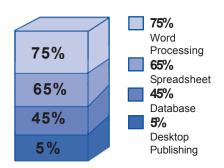
Education Administrators

OES Code: 150050

Very Important Skills

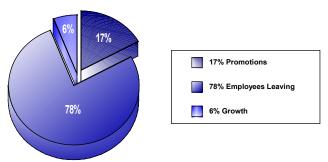
Ability to write effectively
Ability to manage multiple priorities
Leadersip skills
Oral communication skills
Ability to plan and organize training programs
Ability to work independently
Basic math skills

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Elementary and Secondary Schools Junior Colleges Business and Secretarial Schools

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	30
Jobs Due to Separations	60
Projected Job Openings	90

The projected job growth rate is 9.1%, which is growing at an average rate when compared to the average growth rate of 9.8% for the county. 95% of the employers expect employment for this occupation to remain stable, and 5% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Large (330-360)

Gender: 52% Male 48% Female

Employer Recruitment Methods	
Internet	45%
Newspaper Ads	40%
In-House Promotion or Transfer	35%
Trade Journals	35%

Other Information

	Hours Per Week	% of Positions
Full-time	46	99%
Part-time	6	1%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Director, Administrator, Assistant Director, District Program Director, Superintendent, District Superintendent, Principal, and Vice President.

Electrical and Electronic Engineers

OES Code: 221260

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientivic use. Please do not include Sales Engineers.

Alternate Titles: Designer, Enigneer, Electronic Engineer, and Electrical Engineer.

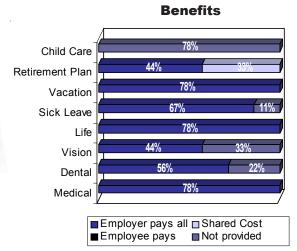
9 employers responded, representing 31 employees.



David Bentz, Visalia Convention Center

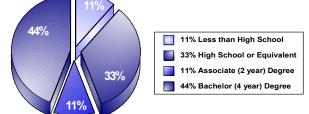
Wages and Benefits

WAGESRANGEMEDIANNew Hires/No ExperienceInsufficient DataNew Hires/Experience\$9.21 - \$28.77\$15.573+ Years at Firm\$11.51- \$31.36\$20.00



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	89%	11%	0%	35
Training accepted as a substitute	22%	78%	0%	15
Technical or vocational	11%	89%	0%	36

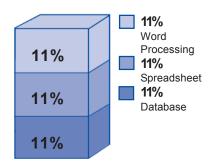
Electrical and Electronic Engineers

OES Code 221260

Very Important Skills

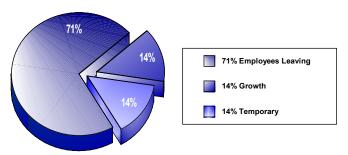
Ability to work independently
Ability to read and follow instructions
Report writing skills
Oral communication skills
Ability to write legibly
Ability to write technical material
Engineering programming skills
Ability to use engineering application software

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Engineering Services
Executive and Legislative Combined

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	10
Jobs Due to Separations	10
Projected Job Openings	20

The projected job growth rate is 14.3%, which is growing faster than the average growth rate of 9.8% for jobs in the county. 89% of the employers expect employment for this occupation to remain stable, and 11% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Small (70-80)

Gender: 94% Male 6% Female

Employer Recruitment Methods	
Newspaper Ads	67%
Internet	33%
In-House Promotion or Transfer	22%
Private Employment Agencies	22%

Other Information

	Hours Per Week	% of Positions
Full-time	42	55%
Part-time	15	42%
Temporary/On-Call	40	3%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Manager, Crew Leader, Supervisor, and Associate.

First Line Supervisors and Managers of Mechanics

OES Code: 810020

First Line Supervisors/Managers of Mechanics, Installers and Repairers directly supervise and cooordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervison.

Alternate Titles: Firstline Mechanics, Auto Supervisor, Service Manager, Assistant Service Manager, Repair Managers, Center Manager, Maintenance Supervisor and Facility Manager.

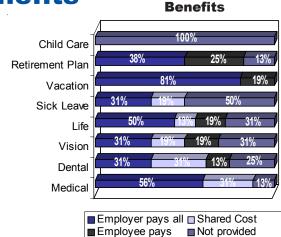
16 employers responded, representing 31 employees.



Don Fulmer supervising Louie Gallardo, Nissan of Visalia

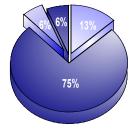
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	Employers require	experience.
New Hires/Experience	\$7.50 - \$19.54	\$13.90
3+ Years at Firm	\$8.50 - \$26.85	\$16.69



Employer Requirements

Education





	res	INO	Preferred	Months
Work experience required	81%	19%	0%	34
Training accepted as a substitute	31%	69%	0%	17
Technical or vocational	6%	81%	13%	16

First Line Supervisors and Managers of Mechanics OES Code: 810020

Very Important Skills

Ability to maintain shop and service records

Ability to follow safe equipment operating practices

Ability to plan and organize the work of others

Ability to work under pressure

Customer service skills

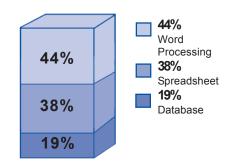
Ability to manage multiple priorities

Ability to motivate others

Ability to manage unexpected situations or circumstances

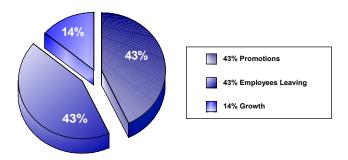
Ability to deal effectively with difficult individuals

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

New and Used Car Dealers Auto Repair Services

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	20
Jobs Due to Separations	60
Projected Job Openings	80

The projected job growth rate is 7.4%, which is growing slower than the average growth rate of 9.8% for jobs in the county. 100% of the employers expect employment for this occupation to remain stable—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Medium (270 - 290)

Gender: 100% Male 0% Female

Employer Recruitment Metho	ds
Newspaper Ads	63%
Internet	31%
In-House Promotion or Transfer	25%

Other Information

Hours Per Week % of Positions 47 100%

Employers responded that 94% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: District Manager, General Manager, Assistant Service Manager, and Maintenance Manager.

Full-time

Graders and Sorters - Agricultural Products

OES Code: 790110

Graders and Sorters, Agricultural Products grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Please do not include Inspectors and Graders of processed agricultural products.

Alternate Titles: Grader, Packer, and Sorter.

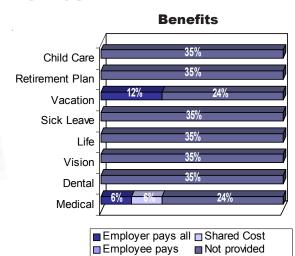
19 employers responded, representing 623 employees.



Rosa Ramirez, Porterville Citrus, Inc.

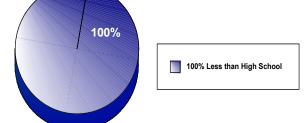
Wages and Benefits

MEDIAN
85 \$6.75
\$6.75
\$6.75



Employer Requirements

Education



	res	INO	Preferred	Months
Work experience required	5%	47%	47%	7
Training accepted as a substitute	0%	53%	0%	0
Technical or vocational	0%	100%	0%	0

Graders and Sorters - Agricultural Products

OES Code 790110

Very Important Skills

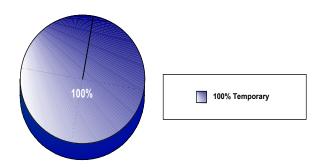
Good vision
Ability to perform routine, repetitive work
Ability to work rapidly
Ability to work independently
Good hand eye coordination
Manual dexterity
Willingness to work with close supervision

Computer Software Skills

Employers indicated no computer skills required of this occupation.

Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Fresh Fruit and Vegetables Crop Preparation Services for Market

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	50
Jobs Due to Separations	120
Projected Job Openings	170

The projected job growth rate is 8.1%, which is growing slower than the average growth rate of 9.8% for the county. 68% of the employers expect employment for this occupation to remain stable, 11% of employers expect employment for this occupation to decline, and 4% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Very Large (620 – 670)

Gender: 12% Male 88% Female

Employer Recruitment Methods		
Walk-In Applicants	63%	
Word of Mouth	26%	
Employee Referrals	16%	

Other Information

	Hours Per Week	% of Positions
Full-time	40	4%
Seasonal	32	96%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Supervisor, Machine Operator, Floor Person, Lead Person, Weigher, Packer, Grade Supervisor, and Lead Supervisor.

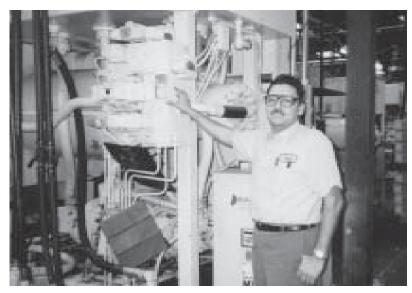
Industrial Production Managers

OES Code: 150140

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

Alternate titles: Unit Manager, Plant Manager, Production Supervisor, Manufacturing Manager, General Manager, Production Manager, Project Manager, Plant Foreman, Assistant Plant Manager, and Plant Superintendent.

15 employers responded, representing 52 employees.



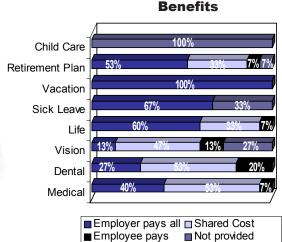
Otoniel Cardenas, NDS (National Diversified Sales)

Wages and Benefits

wages and benefits

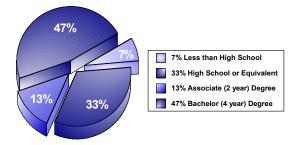
WAGES RANGE MEDIAN

New Hires/No Experience Employers require experience. New Hires/Experience \$9.00 - \$26.37 \$20.00 3+ Years Experience at Firm \$15.00 - \$38.36 \$24.16



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	87%	0%	13%	38
Training accepted as a substitute	13%	87%	0%	15
Technical or vocational	7%	93%	0%	24

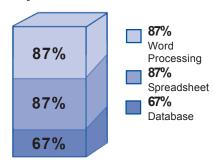
Industrial Production Managers

OES Code: 150140

Very Important Skills

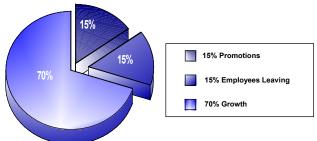
Ability to work under pressure
Ability to plan and organize the work of others
Ability to work independently
Interpersonal skills
Ability to handle crisis situations
Ability to meet deadlines
Organizational skills
Ability to read and follow instructions

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Plastics Products
Dairy Products
Primary Metal Industries

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	0
Jobs Due to Separations	10
Projected Job Openings	10

The projected job growth rate is 0.0%, which is expected to remain stable, compared to the average growth rate of 9.8% for jobs in the county. 87% of the employers expect employment for this occupation to remain stable, and 13% expect employment for this occupation to grow –over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Small (110 – 110)

Gender: 90% Male 10% Female

Employer Recruitment Methods		
In-House Promotions or Transfers	53%	
Newspaper Ads	53%	
Private Employment Agencies	40%	

Other Information

 $\begin{array}{ccc} & \text{Hours Per Week} & \text{\% of Positions} \\ \text{Full-time} & 42 & 100\% \end{array}$

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: General Manager, Production Manager, Plant Manager, Facility Manager, and Area Manager,.

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

OES Code: 670050

Janitors and Cleaners (except Maids and Housekeepin Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

Alternate titles: Janitor, Custodian, Environmental Support Services, and Building Maintenance Worker.

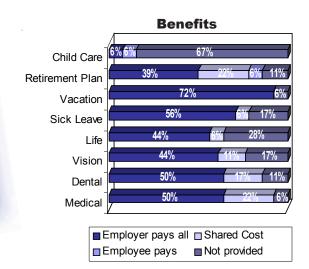
20 employers responded, representing 265 employees.



Frank Tristan, Porterville College

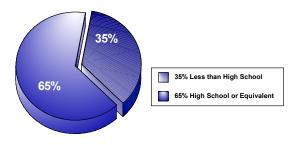
Wages and Benefits

WAGES	RANGE	MEDIAN
NONUNION		
New Hires/No Experience	\$6.75 - \$9.00	\$7.49
New Hires/Experience	\$6.75 - \$9.62	\$7.78
3+ Years at Firm	\$6.85 - \$14.00	\$9.59
UNION		
New Hires/No Experience	\$10.76 - \$13.23	\$13.23
New Hires/Experience	\$7.91 - \$13.23	\$12.28
3+ Years at Firm	\$8.71 - \$15.22	\$13.47



Employer Requirements

Education



	res	INO	Preferred	Months
Work experience required	25%	65%	10%	15
Training accepted as a substitute	15%	20%	0%	8
Technical or vocational	0%	100%	0%	0

Janitors and Cleaners - Except Maids and Housekeeping Cleaners OES CODE: 670050

Very Important Skills

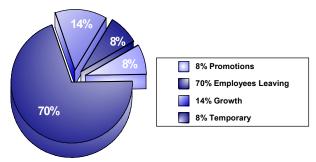
Pest extermination skills
Ability to work independently
Possession of a valid driver's license
Ability to read and follow instructions
Brush painting skills
Ability to write legibly
Ability to operate floor polishing equipment

Computer Software Skills

Employers indicated no computer skills required of this occupation.

Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Elementary and Secondary Schools Building Maintenance Services

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	80
Jobs Due to Separations	230
Projected Job Openings	310

The projected job growth rate is 5.6%, which is growing slower than the average growth rate of 9.8% for jobs in the county. 85% of the employers expect employment for this occupation to remain stable and 15% expect employment for this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced Inexperienced

•

Size of Occupation

Very Large (1,430 – 1,510)

Gender: 68% Male 32% Female

Employer Recruitment Methods		
Newspaper Ads	75%	
Employee Referrals	35%	
Word of Mouth	20%	

Other Information

	Hours Per Week	% of Positions
Full-time	42	70%
Part-time	40	22%
Temporary/On-Call	15	5%
Seasonal	29	2%

Employers responded that 75% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Director of Maintenance, Maintenance Supervisor, Manager, Supervisor, Custodial Supervisor, Senior Custodian, Grounds Worker

Licensed Vocational Nurses

OES Code: 325050

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Alternate titles: LVN.

14 employers responded, representing 230 employees.



Anita Quinn administering to patient, Visalia Health Center

Wages and Benefits

WAGES RANGE MEDIAN

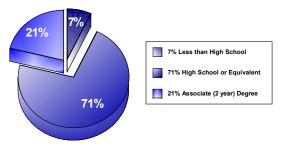
New Hires/No Experience \$10.76 - \$17.00 \$15.50 New Hires/Experience \$13.00 - \$17.25 \$15.25

3+ Years Experience at Firm \$14.13 - \$18.00 \$15.93

Retirement Plan Vacation Sick Leave Life Vision Dental Medical Employer pays all Shared Cost Employee pays Not provided

Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	29%	43%	29%	11
Training accepted as a substitute	14%	43%	0%	12
Technical or vocational	64%	36%	0%	16

Licensed Vocational Nurses

OES Code: 325050

Very Important Skills

Ability to complete and explain insurance forms

Oral communication skills

Ability to read and follow instructions

Ability to detect complications in patients

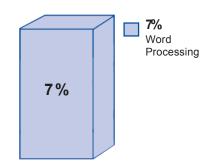
Ability to take vital signs

Ability to handle crisis situations

Record keeping skills

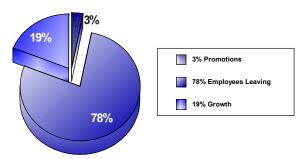
Ability to write skills

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Skilled Nursing Care Facilities Offices and Clinics of Medical Doctors

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	10
Jobs Due to Separations	70
Projected Job Openings	80

The projected job growth rate is 2.1%, which is growing slower than the average growth rate of 9.8% for jobs in the county. 79% of the employers expect employment for this occupation to remain stable, 21% expect employment for this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Large (480 - 490)

Gender: 10% Male 90% Female

Employer Recruitment Methods			
Newspaper Ads	79%		
Employee Referrals	29%		
School/Program Referrals	21%		

Other Information

	Hours Per Week	% of Positions
Full-time	40	88%
Part-time	21	12%

Employers responded that 93% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Registered Nurse (RN), and Director of Staff Development.

Managers, Retail Store

NON-OES Code: 185167999

Manager, Retail Store manages a retail store which sells a specific line of merchandise, such as groceries, liquor, apparel, jewelry, furniture; or related limes of merchandise. They usually plan and prepare work schedules, work assignments (or supervise others to do so), formulate merchandise pricing policy, coordinate sales promotion activities, prepare merchandise displays and advertising copy. They supervise employees in: sales, taking inventory or cash reconciliation activities, operation record keeping, and the preparation of a daily record of transactions for accounting purposes. They may interview, hire and train employees, ensure compliance of employees with security, sales and record keeping procedures, order merchandise or prepare requisitions to replenish inventories and may answer customer complaints or inquiries.

Alternate Titles: Manager, Store Manager, Assistant Retail Store Manager, Supervisors, Team Leaders, and General Manager.

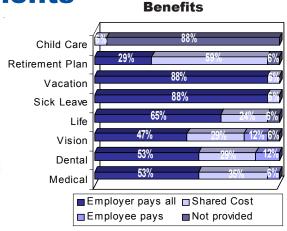
17 employers responded, representing 46 employees.



David Armstrong, Borders

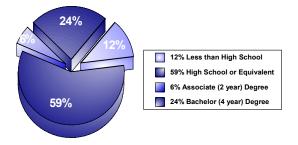
Wages and Benefits

WAGES RANGE MEDIAN New Hires/No Experience \$6.75 - \$20.52 \$8.50 New Hires/Experience \$7.00 - \$21.58 \$10.65 3+ Years Experience at Firm \$9.00 - \$24.69 \$12.08



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	59%	6%	35%	25
Training accepted as a substitute	35%	59%	0%	12
Technical or vocational	0%	100%	0%	0

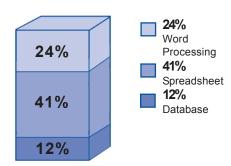
Managers, Retail Store

NON-OES Code: 185167999

Very Important Skills

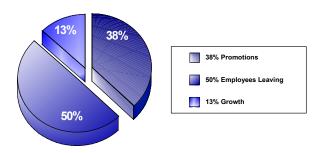
Cash handling skills
Ability to work as part of a team
Oral communication skills
Ability to follow written instructions
Ability to set work priorities
Willingness to work nights, weekends, and holidays
Customer service skills

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Hobby, Toy and Game Shops Family Clothing Stores

Projections for Tulare County

EDD Occupational Projections 1997-2004 No Projections

82% of the employers expect employment for this occupation to remain stable, and 18% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

- No Data Available

Gender: 50% Male 50% Female

Employer Recruitment Methods			
In-House Promotion or Transfer	82%		
Newspaper Ads	29%		
Internet	29%		

Other Information

	Hours Per Week	% of Positions
Full-time	45	98%
Part-time	32	2%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Buyers, Vice President, District Manager, Store Manager, Regional Manager, District Team Leader, and Area Supervisor.

Marketing, Advertising, and Public Relations Managers

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Alternate Titles: Marketing Director, Director of Marketing, Director of Sales and Marketing, General Manager, Account Managers, Director of Communications, Public Information Officer, and Marketing Coordinator.

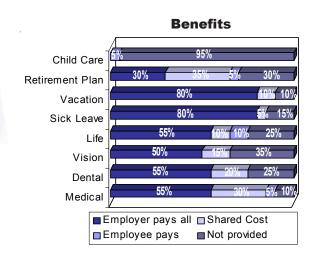
20 employers responded, representing 30 employees.



Gail McCann supervising Becky Loyd-Kelch, Tulare County
Workforce Investment Department

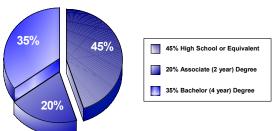
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.75 - \$7.67	\$7.50
New Hires/Experience	\$7.50 - \$26.85	\$15.73
3+ Years at Firm	\$10.00 - \$34.04	\$19.50



Employer Requirements

Education



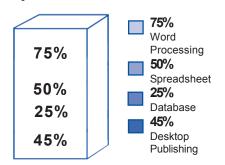
	Yes	No	Preferred	Months
Work experience required	75%	0%	25%	28
Training accepted as a substitute	40%	60%	0%	16
Technical or vocational	10%	85%	5%	9

Marketing, Advertising, and Public Relations Managers OES CODE: 130110

Very Important Skills

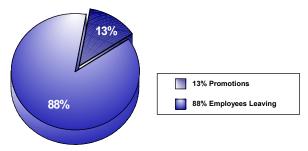
Ability to maintain good customer relations
Ability to meet deadlines
Ability to manage multiple priorities
Oral communication skills
Ability to work independently
Ability to maintain good business relationships
Willingness to travel

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Advertising Agencies Offices and Clinics of Medical Offices Business Associations

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	20
Jobs Due to Separations	20
Projected Job Openings	40

The projected job growth rate is 12.5%, which is growing much faster than the average growth rate of 9.8% for the county. 75% of the employers expect employment for this occupation to remain stable, and 25% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Medium (160 – 180)

Gender: 30% Male 70% Female

Employer Recruitment Methods		
Newspaper Ads	60%	
Private Employment Agencies	35%	
Internet	30%	

Other Information

	Hours Per Week	% of Positions
Full-time	41	90%
Part-time	29	10%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Vice President Development, Manager, General Manager, Plant Manager, and Marketing Director.

Purchasing Agents and Buyers, Farm Products

OES Code: 929740

Farm Products Purchasing Agents and Buyers purchase farm products either for further processing or resale. Please include such occupations as Christmas Tree Contractors, Grain Brokers and Market Operators, Grain Buyers, Tobacco Buyers, and Clean Rice Brokers.

Alternate titles: Buyer, Purchasing Agent, Salesperson, Ingredient Buyer, Parts Manager, In-House Trader and Grain Buyer.

15 employers responded, representing 42 employees.



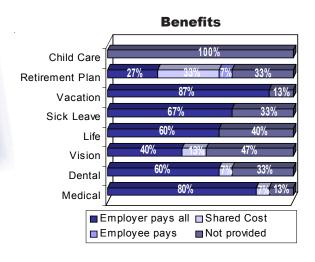
Cora Logsdon, Morris Levin & Son

Wages and Benefits

WAGES RANGE MEDIAN
New Hires/No Experience Employers require experience.

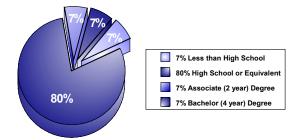
New Hires/Experience \$7.53 - \$18.22 \$14.38

3+ Years Experience at Firm \$9.21 - \$23.01 \$18.70



Employer Requirements

Education



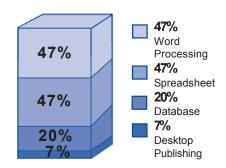
	Yes	No	Preferred	Months
Work experience required	73%	0%	27%	33
Training accepted as a substitute	7%	93%	0%	12
Technical or vocational	7%	93%	0%	24

Purchasing Agents and Buyers, Farm Products OES CODE: 213050

Very Important Skills

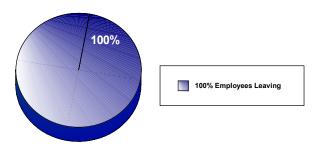
Negotiation skills
Business math skills
Sales skills
Knowledge of agricultural products
Public contact skills
Ability to write legibly
Ability to read and follow instructions

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Farm Supplies Grocery Stores Florists

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	0
Jobs Due to Separations	10
Projected Job Openings	10

The projected job growth rate is 0%, which is expected to remain stable, when compared to the average growth rate of 9.8% for jobs in the county. 100% of the employers expect employment for this occupation to remain stable—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Small (40 - 40)

Gender: 93% Male 7% Female

Employer Recruitment Methods		
Word of Mouth	47%	
Newspaper Ads	40%	
In-House Promotion or Transfer	13%	
Employment Development Department	13%	

Other Information

 $\begin{array}{ccc} & \textbf{Hours Per Week} & \textbf{\% of Positions} \\ \text{Full-time} & 49 & 100\% \end{array}$

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Operations Manager, Manager, Department Manager, Salesperson, and Program Manager.

Receptionists and Information Clerks

OES Code: 553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

Alternate titles: Receptionist, Medical Receptionist, and District Receptionist.

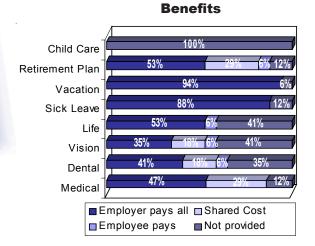
17 employers responded, representing 104 employees.



Laura Golonsky, Tulare County Workforce Investment Department

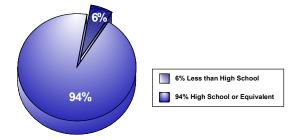
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$7.50 - \$9.33	\$8.00
New Hires/Experience	\$7.00 - \$12.00	\$8.50
3+ Years at Firm	\$7.50 - \$14.00	\$9.50



Employer Requirements

Education



Yes	No	Preferred	Months
41%	18%	41%	14
41%	41%	0%	8
24%	71%	6%	11
	41% 41%	41% 18% 41% 41%	

Receptionists and Information Clerks

OES Code: 553050

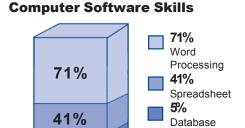
5%

Desktop Publishing

Very Important Skills

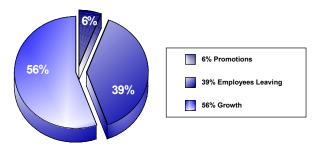
Oral communication skills

Telephone answering skills
Ability to work independently
Public contact skills
Ability to work under pressure
Ability to read and follow instructions
Ability to operate a multi-line command phone center
Ability to use word processing software



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Offices and Clinics of Medical Doctors Skilled Nursing Care Facilities Elementary and Secondary Schools

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	60
Jobs Due to Separations	100
Projected Job Openings	160

The projected job growth rate is 8.5%, which is growing slower than the average growth rate of 9.8% for jobs in the county. 76% of the employers expect employment for this occupation to remain stable, 24% expect employment for this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

5%

Size of Occupation

Very Large (710 – 770)

Gender: 2% Male 98% Female

Employer Recruitment Methods		
Newspaper Ads	65%	
In-House Promotion or Transfer	29%	
Word of Mouth	24%	

Other Information

	Hours Per Week	% of Positions
Full-time	40	96%
Part-time	18	4%

Employers responded that 88% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Front Desk Coordinator, Biller, Lead, Office Manager, Personnel Technician Assistant, Legal Secretary, Lab Manager, Secretary, and Accounts Payable.

Systems Analysts - Electronic Data Processing

OES Code: 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

Alternate Titles: Systems Administrator, Applications Analyst, Applications Manager, Directo of Information Systems, Data Assessment Specialist, Computer Systems Analyst, and User Support Analyst.

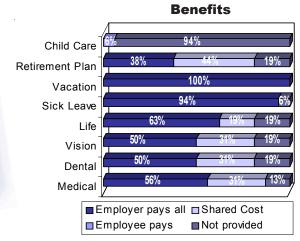
16 employers responded, representing 51 employees.



Deon Whitfield, ACS

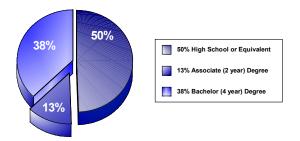
Wages and Benefits

WAGES	RANGE	MEDIAN
NONUNION New Hires/No Experience New Hires/Experience 3+ Years at Firm	\$8.00 - \$13.00 \$8.00 - \$40.39 \$12.00 - \$42.40	\$10.50 \$16.78 \$22.01
UNION New Hires/No Experience New Hires/Experience 3+ Years at Firm	Insufficient Data \$14.13 - \$20.09 \$17.17 - \$22.25	\$17.02 \$20.47



Employer Requirements

Education



Yes	No	Preferred	Months
69%	19%	13%	29
25%	56%	0%	27
6%	94%	0%	12
	69% 25%		69% 19% 13% 25% 56% 0%

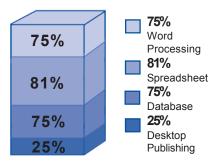
Systems Analysts - Electronic Data Processing

Very Important Skills

Oral communication skills

Ability to set-up and maintain multi-user systems Customer service skills Ability to read and follow instructions Ability to use database software Knowledge of minicomputer hardware and operating systems Ability to work independently

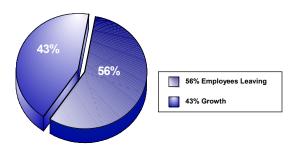
Computer Software Skills



OES Code: 251020

Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Elementary and Secondary Schools Executive and Legislative Combined **Business Services**

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	40
Jobs Due to Separations	0
Projected Job Openings	40

The projected job growth rate is 40%, which is growing much faster than the average growth rate of 9.8% for the county. 69% of the employers expect employment for this occupation to remain stable, and 31% of employers expect this occupation to grow over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants. Not Moderately Very

Experienced Inexperienced

Size of Occupation

Small (100 - 140)

Gender: 71% Male 29% Female

Employer Recruitment Methods		
Internet	80%	
Newspaper Ads	73%	
In-House Promotion or Transfer	20%	

Other Information

	Hours Per Week	% of Positions
Full-time	42	98%
Part-time	25	2%

Employers responded that 75% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: IS Manager, Programmer, Manager, and Instructor, Director of Computer Technicians.

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Alternate Titles: Distribution Loader, Vault Slotter, Inventory Control Clerk, Material Handlers, and Shipping Coordinator.

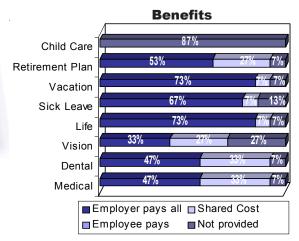
15 employers responded, representing 69 employees.



Sherri Akin, Billiou's

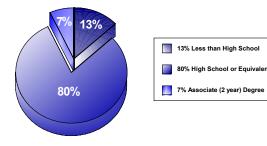
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience New Hires/Experience 3+ Years at Firm	\$6.75 - \$12.61 \$7.25 - \$12.50 \$8.10 - \$18.35	\$9.06 \$9.37 \$13.00



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	27%	60%	13%	12
Training accepted as a substitute	13%	27%	0%	4
Technical or vocational	13%	87%	0%	1

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

Very Important Skills

Ability to work independently

Ability to read and follow instructions

Ability to write legibly

Ability to work under pressure

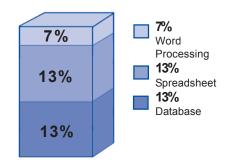
Ability to stand continuously for 2 or more hours

Understanding of inventory techniques

Record keeping skills

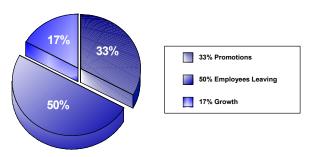
Oral communication skills

Computer Software Skills



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Cheese, Natural and Processed Department Stores Food and Kindred Products

Projections for Tulare County

New Jobs	50
Jobs Due to Separations	90
Projected Job Openings	140

The projected job growth rate is 6.9%, which is growing slower than the average growth rate of 9.8% for the county. 93% of the employers expect employment for this occupation to remain stable, 7% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Very Large (720 – 770)

Gender: 86% Male 14% Female

Employer Recruitment Methods		
Employment Development Department	33%	
Newspaper Ads	27%	
Private Employment Agencies	27%	
Walk-In Applicants	27%	

Other Information

	Hours Per Week	% of Positions
Full-time	41	94%
Part-time	20	6%

Employers responded that 87% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Inventory Planner, Clerk, Group Leader, Area Supervisor, Manager, Buyer, District Manager, Supervisor, Salesperson, Team Leader, and Customer Representative.

Vocational and Educational Counselors

OES Code: 315140

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Alternate Titles: Senior Program Specialist, Employment Training Specialist, Educational Needs Counselor, Counselor, High School Counselor, Direct Service Professional, Vocational Rehabilitation Consultant, Academic Counselor, School Counselor, and Program Advisor.

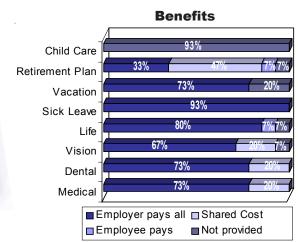
15 employers responded, representing 150 employees.



Marie Pinto counsels David J. Denney, Tulare Adult School

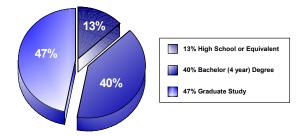
Wages and Benefits

WAGES	RANGE	MEDIAN
NONUNION New Hires/No Experience New Hires/Experience	\$6.75 - \$26.37 \$6.75 - \$26.70	\$11.53 \$21.58
3+ Years at Firm	\$8.65 - \$42.90	\$23.65
UNION New Hires/No Experience New Hires/Experience	Insufficient Data \$16.58 - \$26.85	\$23.64
3+ Years at Firm	\$19.76 - \$38.87	\$29.15



Employer Requirements

Education

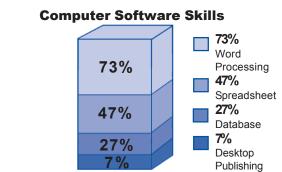


	Yes	No	Preferred	Months
Work experience required	27%	20%	53%	20
Training accepted as a substitute	33%	47%	0%	8
Technical or vocational	20%	80%	0%	12

Vocational and Educational Counselors

Very Important Skills

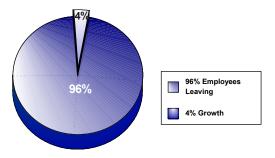
Oral communication skills
Ability to read and follow instructions
Ability to conduct training programs
Record keeping skills
Ability to write legibly
Ability to interview others for information
Basic math skills



OES Code: 315140

Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Elementary and Secondary Schools Job Training and Related Services Junior Colleges

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	30
Jobs Due to Separations	30
Projected Job Openings	60

The projected job growth rate is 17.6%, which is growing much faster than the average growth rate of 9.8% for the county. 80% of the employers expect employment for this occupation to remain stable, and 20% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Medium (170 - 200)

Gender: 33% Male 67% Female

Employer Recruitment Methods		
Newspaper Ads	80%	
In-House Promotion or Transfer	47%	
Internet	33%	

Other Information

	Hours Per Week	% of Positions
Full-time	39	94%
Part-time	23	6%

Employers responded that 73% of the positions are subject to a union or collective bargaining unit.

Promotional Opportunities: Senior Program Coordinator, Client Program Coordinator, Manager, Assistant Principal, Principal, Administrator, Dean, Vice Principal, Supervisor, Education Administrator, and Campus Director.

Welders and Cutters

OES Code: 939140

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assembles, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Alternate Titles: Production Specialist, and Production Worker.

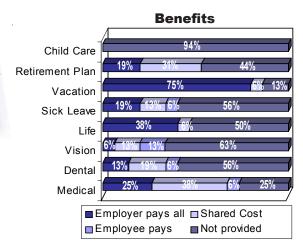
16 employers responded, representing 305 employees.



Mark Cardwell, Amarillo

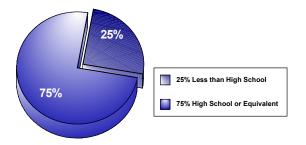
Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.75 - \$9.11	\$6.75
New Hires/Experience	\$7.00 - \$12.38	\$9.55
3+ Years at Firm	\$9.00 - \$14.00	\$12.00



Employer Requirements

Education



	Yes	No	Preferred	Months
Work experience required	88%	0%	13%	12
Training accepted as a substitute	44%	56%	0%	8
Technical or vocational	13%	81%	6%	7

Welders and Cutters

OES Code: 939140

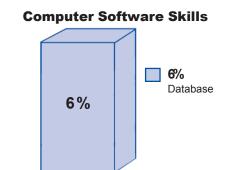
Very Important Skills

Ability to stand continuously for 2 or more hours Arc welding skills Ability to pass a work performance test Gas welding skills Ability to work independently

Ability to read and follow instructions

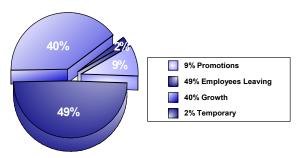
Ability to use precision tools

Ability to read working drawings



Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Farm Machinery and Equipment Special Trade Contractors Welding Repair

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	20
Jobs Due to Separations	40
Projected Job Openings	60

The projected job growth rate is 10%, which is average compared to the average growth rate of 9.8% for the county. 88% of the employers expect employment for this occupation to remain stable, 6% of employers expect employment for this occupation to decline, and 6% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very

Experienced

Inexperienced

Size of Occupation

Medium (200 - 220)

Gender: 100% Male 0% Female

Employer Recruitment Methods		
Newspaper Ads	50%	
Employee Referrals	31%	
Walk-In Applicants	31%	

Other Information

	Hours Per Week	% of Positions
Full-time	40	98%
Part-time	27	1%
Seasonal	40	1%

Employers responded that 94% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: Supervisor, Team Leader, Foreperson, Installer, Maintenance, and Floor Manager.

Wholesale and Retail Buyers - Except Farm Products

OES Code: 213020

Wholesale and Retail Buyers buy merchandise or commodities (other than farm products) for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. They analyz past buying trends, sales records, and the price and quality of merchandise to determine value and yield. Buyers select, order, and authorize payment of merchandise according to contractual agreements. They may conduct meetings with sales personnel and introduce new products. Please include Assistant Buyers.

Alternate Titles: Truck Driver, Courier, Driver, Furniture Delivery, Delivery Driver, Bob Tail Driver, Parts Runner, and Deliveryperson.

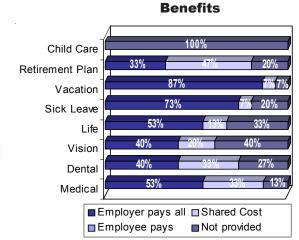
15 employers responded, representing 44 employees.



Steven Gong, Palace Food Depot

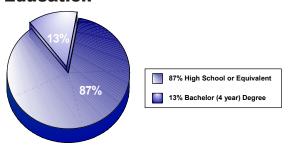
Wages and Benefits

WAGES RANGE MEDIAN New Hires/No Experience \$7.00 - \$11.51 \$8.25 New Hires/Experience \$7.25 - \$12.79 \$10.00 3+ Years at Firm \$8.00 - \$17.43 \$13.42



Employer Requirements

Education

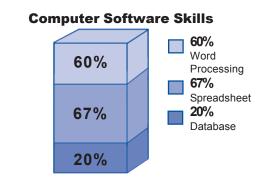


	Yes	No	Preferred	Months
Work experience required	53%	27%	20%	31
Training accepted as a substitute	20%	53%	0%	26
Technical or vocational	0%	100%	0%	0

Wholesale and Retail Buyers - Except Farm Products

Very Important Skills

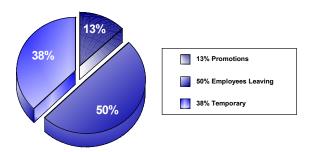
Ability to follow purchasing procedures
Ability to read and follow instructions
Ability to work independently
Ability to work under pressure
Business math skills
Verbal presentation skills
Oral communication skills



OES Code: 213020

Employment Trends

Source of Filled Vacancies



Where The Jobs Are

Grocery Stores Industrial and Personal Service Paper Plumbing and Hydronic Heating Supplies

Projections for Tulare County

EDD Occupational Projections	1997-2004
New Jobs	0
Jobs Due to Separations	10
Projected Job Openings	10

The projected job growth rate is 0%, which is remaining stable, when compared to the average growth rate of 9.8% for the county. 87% of the employers expect employment for this occupation to remain stable, and 13% of employers expect this occupation to grow—over the next 24 months.

Supply and Demand

How difficult it is to find qualified applicants.

Not Moderately Very
Experienced
Inexperienced

Size of Occupation

Small (60 - 60)

Gender: 68% Male 32% Female

Employer Recruitment Methods		
In-House Promotion or Transfer	40%	
Newspaper Ads	27%	
Employment Development Department	20%	

Other Information

 $\begin{array}{ccc} & \text{Hours Per Week} & \text{\% of Positions} \\ \text{Full-time} & 43 & 100\% \end{array}$

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

Promotional Opportunities: General Manager, Store Manager, Manager, Director, Salesperson, Showroom Sales, and Branch Manager.

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools, which offer training in that occupation.

LIST OF OCCUPATIONS

KERN COUNTY KINGS COUNTY FRESNO COUNTY TULARE COUNTY

ACCOUNTANTS AND AUDITORS—211140

- American Pacific College
- Bakersfield College
- College of the Sequoias
- CSU-Bakersfield
- CSU-Fresno
- Fresno City College
- Fresno Pacific University
- Micro Computer College
- National University
- Porterville College
- Reedley College
- Santa Barbara Business College (Bakersfield)
- Taft College
- (TCOVE) Tulare County Organization for Vocational Education
- University of Phoenix

AGRICULTURAL INSPECTORS— 219110999

There are no known schools that train for this occupation within Tulare, Kings and Fresno counties.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS—853110

- American Pacific College
- Bakersfield College
- Fresno City College

- Taft College
- TCOVE (Tulare County Organization for Vocational Education
- Visalia Adult School

DENTAL HYGIENIST—329080

- Fresno City College
- San Joaquin Valley College
- Taft College

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EDUCATIONAL ADMINISTRATORS—150050

- Chapman University
- CSU-Bakersfield
- CSU-Fresno

- National University
- Porterville College
- West Hills College

ELECTRICAL AND ELECTRONIC ENGINEERS—221260

- Bakersfield College
- CSU-Bakersfield

CSU- Fresno

FIRST LINE SUPERVISOR AND MANAGERS OF MECHANICS—810020

- College of the Sequoias
- Fresno City College

GRADERS AND SORTERS-AGRICULTURAL PRODUCTS-219110999

• College of Sequoias

INDUSTRIAL PRODUCTION MANAGERS—150140

- Bakersfield College
- College of the Sequoias

- Reedley College
- San Joaquin Valley College

JANITORS AND CLEANERS-EXCEPT MAIDS AND HOUSEKEEPING CLEANERS-670050

- Ruggenberg Career Center
- Tulare County Office of Education/SEE
- Visalia Technical College

LICENSED VOCATIONAL NURSES—325050

- Bakersfield College
- College of the Sequoias

MANAGERS, RETAIL STORE—185167999

- Bakersfield College
- Management Training Marketing Associates Schools (MTMAS)
- Proteus, Inc.

- (TCOVE) Tulare County Organization for Vocational Education
- Visalia Technical College
- West Hills College

MARKETING/ADVERTISING/PUBLIC RELATIONS MANAGERS—130110

- Bakersfield College
- College of the Sequoias
- CSU-Fresno
- Fresno Pacific University
- Management Training Marketing Associates Schools (MTMAS)
- National University
- Porterville College
- San Joaquin Valley College
- Santa Barbara Business College (Bakersfield)
- University of Phoenix

PURCHASING AGENTS AND BUYERS, FARM PRODUCTS—213050

- College of the Sequoias
- CSU-Bakersfield
- (TCOVE) Tulare County Organization for Vocational Education

RECEPTIONISTS AND INFORMATION CLERKS—553050

- American Pacific College
- Bakersfield College
- Chapman University
- College of the Sequoias
- Fresno Adult School
- Fresno City College
- Golden State Business College
- Micro Computer College
- National University
- Porterville College

- Proteus, Inc.
- Reedley College
- San Joaquin Valley College
- Santa Barbara Business College
- Taft College
- Tulare Adult School
- Visalia Adult School
- West Hills College

SYSTEMS ANALYSTS-ELECTRONIC DATA PROCESSING—251020

- American Pacific College
- Bakersfield College
- College of the Sequoias
- CSU-Bakersfield
- CSU-Fresno

- Dinuba Adult School
- Fresno City College
- Micro Computer College
- National University
- Quality College

- San Joaquin Valley College
- Santa Barbara Business College
- (TCOVE) Tulare County Organization for Vocational Education
- University of Phoenix

TRAFFIC, SHIPPING AND RECEIVING CLERKS—580280

- College of the Sequoias
- Porterville College

- Proteus, Inc.
- Reedley College

VOCATIONAL AND EDUCATIONAL COUNSELORS—315140

- CSU-Fresno
- West Hills College

WELDERS AND CUTTERS—939140

- Bakersfield College
- College of the Sequoias
- Fresno City College
- Porterville College
- Quality College

- (TCOVE) Tulare County Organization for Vocational Education
- Tulare Adult School
- Visalia Adult School
- West Hills College

WHOLESALE AND RETAIL BUYERS-EXCEPT FARM PRODUCTS—213050

- CSU-Bakersfield
- CSU-Fresno

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LOCAL TRAINING PROVIDERS

The following is a list of training providers in Tulare, Kern, Kings and Fresno Counties. Only training providers who responded to WIB's request for current program information have been listed here.

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

ABLE Industries 8127 Avenue 304 Visalia, CA 93291 (559) 651-8150 www.ableindustries.org

Training Programs:

- Traffic, Shipping and Receiving Clerks
- First Line Supervisors and Managers of Mechanics

American Pacific College 400 West Visalia Road Farmersville, CA 93223 (559) 747-8800 www.apc.edu

Training Programs:

- Accountants and Auditors
- Bus and Truck Mechanics and Diesel Engine Specialists

Bakersfield College 1801 Panorama Drive Bakersfield, CA 93305 (661)395-4011 www.bakersfieldcollege.edu

Training Programs:

- Accountants and Auditors
- Bus and Truck Mechanics and Diesel Engine Specialists
- Electrical, Electronic Engineers
- Industrial Production Managers
- Licensed Vocational Nurses

Chapman University 1821 West Meadow Lane Visalia CA 93277 (559) 625-4436 www.chapman.edu

Training Programs:

- Educational Administrators
- Receptionist and Information Clerks

- Systems Analysts
- Receptionists and Information Clerks
- First Line Supervisors and Managers of Mechanics

- Marketing/ Advertising / Public Relations Managers
- Receptionist and Information Clerks
- Retail Sales Management
- Systems Analyst
- Welding and Cutting

College of the Sequoias 915 South Mooney Boulevard Visalia, CA 93277 (559) 730-3710 www.sequoias.cc.ca.us

Training Programs:

- Accountants and Auditors
- First Line Supervisors of Mechanics
- Graders and Sorters
- Industrial Production Managers
- Licensed Vocational Nurses
- Marketing/Advertising / Public Relations Managers
- CSU-Bakersfield 9001 Stockdale Avenue Bakersfield CA 933311 (661) 664-2011 ww.csubak.edu

- Purchasing Agents and Buyers
- Receptionist and Information Clerks
- Systems Analysts
- Traffic, Shipping and Receiving Clerks
- Welders and Cutters

Training Programs:

- Accountants and Auditors
- Educational Administrators
- Electrical and Electronic Engineering
- Marketing/Advertising / Public Relations Managers
- Purchasing Agents and Buyers
- Systems Analysts
- Wholesale and Retail Buyers

CSU-Fresno 5241 N. Maple Fresno, CA 93740-8027 (559) 278-4240

- **Education Administrators**
- Electrical and Electronic Engineers
- Marketing/Advertising/Public Relations Managers

Dinuba Adult School 8470 Avenue 406 Dinuba, CA 93286 (559) 595-7242

Training Programs:

- Licensed Vocational Nurses
- Systems Analysts

- Systems Analysts
- Vocational and Educational Counselors
- Wholesale and Retail Buyers, Except Farm **Products**

Fresno Adult School 2500 Stanislaus Avenue Fresno, CA (559) 457-6000 www.fresnoadult.com

Training Programs:

Receptionist and Information Clerks

Fresno City College 1101 E. University Ave. Fresno, CA 93741-0001 (559) 442-4600 www.fresnocitycollege.edu

Training Programs:

- Accountants and Auditors
- Bus and Truck Mechanics and Diesel Engine Specialists
- Dental Hygienists

Fresno Pacific University 1717 South Chestnut Fresno, CA 93702 (559) 453-2037 www.fresno.edu

Training Programs:

- Accountants and Auditors
- Marketing/Advertising/Public Relations Managers

Golden State Business College 3356 S. Fairway Visalia, CA 93277 (559) 733-4040 www.goldenstate.com

Training Programs:

Receptionist and Information Clerks

- First Line Supervisors and Managers of Mechanics
- Receptionists and Information Clerks
- Systems Analysts
- Welders and Cutters

Management Training Marketing Associates Schools (MTMAS) 1313 P. Street
Fresno, CA
(559) 268-0938
www.mtmaschools.com

Training Programs

• Receptionist and Information Clerks

Micro Computer College 2002 North Gateway Avenue Fresno, CA (559) 456-0623 www.mced.com

Training Programs:

- Accountants and Auditors
- Receptionist and Information Clerks
- Systems Analysts

National University Fresno Academic Center 20 River Park Place West Fresno, CA 93720 (559)256-4900

Training Programs:

- Accountants and Auditors
- Educational Administrators
- Marketing/Advertising/Public Relations Managers
- Porterville College 100 East College Avenue Porterville, CA 93257 (559) 791-2308 www.portervillecollegeonline.com

Training Programs:

- Accountants and Auditors
- Educational Administrators
- Marketing/Advertising/Public Relations Managers

- Receptionist and Information Clerks
 - Systems Analysts

- Receptionist and Information Clerks
- Traffic, Shipping and Receiving Clerks
- Welders and Cutters

Proteus, Inc. 1900 North Dinuba Boulevard Visalia, CA 93291 (559)735-3670 www.proteusinc.org

Training Program:

- Managers, Retail Sales
- Receptionist and Information Clerks
- Traffic, Shipping and Receiving Clerks

Quality College 1570 North Wishon Fresno, CA 93728 (559) 497-5050 www.qualityschool.com

Training Programs:

- Systems Analysts
- Welders and Cutters

Reedley College 995 North Reed Avenue Reedley, CA 93654 (559) 638-3641 www.reedleycollege.edu

Training Programs:

- Accountants and Auditors
- Industrial Production Managers
- Receptionist and Information Clerks
- Traffic, Shipping and Receiving Clerks

Ruggenberg Career Center 610 Ansol Lane Bakersfield, CA 93306 (661)366-4401 www.khsa.k12.ca.us

Training Programs:

Janitors and Cleaners

San Joaquin Valley College 8400 West Mineral King Avenue Visalia, CA 93291 (559) 651-2500 www.sjvc.com

Training Programs:

- Dental Hygienists
- Industrial Production Managers
- Marketing/Advertising/Public Relations Managers

Santa Barbara Business College 211 South Real Road Bakersfield, CA 93309 (661) 835-1100 wwwsbcollege.com

Training Programs:

- Accountants and Auditors
- Marketing/Advertising/Public Relations Managers
- Receptionist and Information Clerks
- Systems Analysts

Taft College 29 Emnons Park Drive Taft, CA 93268 (661) 763-7700 www.taftcollege.edu

Training Programs:

- Accountants and Auditors
- Bus and Truck Mechanics and Diesel Engine Specialists

Tulare Adult School
575 Maple Street
Tulare CA 93274
(559) 686-0225
www.tulare.k12.ca.us/adultschool

Training Programs:

- Receptionist and Information Clerks
- Welders and Cutters

- Receptionist and Information Clerks
- Systems Analysts

- Dental Hygienists
- Receptionist and Information Clerks

Tulare County Office of Education/SEE 1735 East Houston Avenue Visalia, CA 93292 (559) 733-6730

Training Programs:

• Janitors and Cleaners

Tulare County Organization for Vocational Education (TCOVE) 4136 North Mooney Visalia, CA 93277 (559) 688-0571 www.tcove.org

Training Programs:

- Accountants and Auditors
- Bus and Truck Mechanics and Diesel Engine Specialists Systems Analysts
- Managers, Retail Sales

- Purchasing Agents and Buyers
- Welding and Cutting

University of Phoenix Fresno River Park 8355 North Fresno St., 2nd Floor Fresno, CA 93720 (559) 451-0334 www.universityofphoenix.com

Training Programs:

- Accountants and Auditors
- Marketing/Advertising/Public Relations Managers

Systems Analysts

Visalia Adult School 3110 West Houston Avenue Visalia, CA 93292 (559) 730-7655 www.visalia.k12.ca.us

Training Programs:

- Bus and Truck Mechanics and Diesel Engine Specialists Welders and Cutters
- Receptionist and Information Clerks

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Visalia Technical College 746 East Douglas Avenue Visalia, CA 93291 (559) 735-3170

Training Programs:

- Accountants and Auditors
- Janitors and Cleaners
- Managers, Retail Stores

West Hills College 300 Cherry Lane Coalinga, CA 93210 (800) 266-1114 www.westhillscollege.com

Training Programs:

- Educational Administrators
- Managers, Retail Sales
- Receptionist and Information Clerks
- Vocational and Educational Counselors
- Welders and Cutters





Not Difficult

2

3

Please return completed questionnaire to:

Tulare County Workforce Investment Board, Inc. - 4025 West Noble STE A Phone (559) 713-5234 Visalia, CA 93277 Fax (559) 713-5264

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

						Pagi		****				-	
						Pho	ition: _ ne:		**	Fax:			
Oct	cupation: 211140 ACCOUNT	ANTS AN	D AUDIT	ORS		1 110	110.						
Acc	countants and Auditors examine	, analyze,	and interpr	et account	ting recor	ds for	purpos	ses of gi	ving ad	vice or prepa	aring st	tatements	and installing
or a	dvising on systems of recordin	g cost or o	ther financi	al and bud	dgetary da	ata.							
Do	es your firm employ any indiv	idual perf	orming the	duties in	the occu	ıpation	descri	ibed abov	ve?	☐ Yes		No	
	If yes, please complete t	his survey	for the occi	ipation de	scribed.								
16	If no, please return this our firm has multiple locations	questionna	aire to the a	bove addr	ess.	c in vou	r cour	nts					
	What job title(s) does your fir		Job Title(s,		locations	3 III you	ii coui	uty.					
1.	for these duties?	in use	300 I iiie(s)										
2.	a. How many employees does	your firm	currently ha	ve in this	occupat	ion?				Number of	Employ	yees:	
	b. In this occupation, how ma					L	er of N			Number of		es: 	
	c. In this occupation, how ma	my current	employees	are there	and on av	T-					rk?	 	
	Regular, Full Time:	Number o	of Employee	es:		A	verage	e Weekly I	Hours	Worked:		· · · · · · · · · · · · · · · · · · ·	
	Regular, Part Time:	Number o	of Employee	?s:		A	verage	e Weekly I	Hours	Worked:			
	Temporary/On Call:	Number o	of Employe	es:		A	verage	e Weekly .	Hours	Worked:			
	Seasonal:	Number o	of Employe	es:	. 1	A	verage	e Weekly .	Hours	Worked:			
3.	In your firm, what shifts are a	vailable fo	r this occu	pation?		□ D	ay	□ Swii	ng I	☐ Graveyar	d		
	(check all that apply)					□ Ot	her: I	Please sp	ecify _				
4.	Has your firm hired in this o	ccupation	within the	last 12 mc	onths?		<u> </u>	☐ Yes		No			
	If yes, how many were hired	to fill: va	cancies res	ulting from	n promot	ions wi	thin yo	our firm?					
		va	cancies res	ulting fro	m people	in perm	nanent	positions	leavin	g your firm?			
		ne	w permane	nt positio	ns resultii	ng from	growt	th?					
		te	mporary, o	n call, or	seasonal p	position	s?			<u> </u>			
5.	a. During the last 12 months, occupation: (Check one)	did your fi	rm's emplo	yment in	this		Decline	e I	□ Rem	ain Stable		' Grow	
	b. Over the next 24 months, of in this occupation to: (Check		ect your fin	n's empl	oyment		Decline	e i	□ Rem	ain Stable		' Grow	
6.	When you hire applicants for this occupation required? If yes or preferred, how muc required/preferred?	_					Yes L Yes L	((month	required, but s) e specify belo		red	
	Is experience in other occupa	tions accep	oted?			Occ	upatio	n:		<u> </u>			(months)
7.	If prior experience is required qualified applicants. (Circle of		hire applic	ants for t	his occup	oation,	please	e indicate	how d	ifficult it is f	or you	r firm to f	nd fully
	Not Difficult	I	2	3	4	Dij	fficult				<u></u>		
8.	If prior experience is <u>not</u> requ qualified applicants. (Circle	ired when one)	you hire ar	plicants f	or this o	ccupati	on, p	lease indi	icate ho	w difficult it	is for	your firm	to find

Difficult

Does your firm accept training as a substitute for end how many months of training can generally be substitute.		occupation? I	f yes,	Yes
Is technical or vocational training required prior to this occupation? If yes or preferred, what kind required?		☐ Yes	□ No □	Not required, but preferred (months)
11. What is the minimum level of education your firm	requires when hi	iring an applic	ant in this occupatio	n? (Check one).
☐ Less than high school diploma	☐ High scho	ol diploma or	equivalent 🏻 Ass	sociate Degree (2 year)
☐ Bachelor Degree (4 year)	□ Graduate	Study		
12. What is the usual income earned by your firm's en occupation at the following levels of skills and ex			or other compensation rnings and types(s) o	n, please indicate the average overall f compensation.
	Base Wage or S	alary Ot	her Compensation	Type of Compensation
New hires, no experience (trained or untrained):	\$	<i>\$</i> _		☐ Commission
New hires who are experienced:	\$	į.		□ Tips
Experienced employees after 3 years with your				□ Bonus
firm:	□ Hour □ W	Zaak 0	' Hour □ Week	☐ Piece Rate
(Please check one)				
	☐ Month ☐ Ye	ear 🛭 🗇	'Month □ Year	☐ Other Specify
13. Are the wages for employees in this occupation s agreement? If yes, what is the name of the union			or union	☐ Yes ☐ No
14. Please check which benefits your firm offers full-t pays for them:	ime (FT) and part	-time (PT) em	ployees in this occu	pation and which best describes who
Employ	ver Pays All	Share Cos	t Employee	Pays All Not Provided
FT	PT	\overline{FT} P		PT FT PT
Medical Insurance	<u> </u>			
Dental Insurance			7 <i>0</i> 7 <i>0</i>	
Life Insurance				
Sick Leave				
Vacation				
Retirement Plan]	
Other (Please Specify):				
15. a. Does your firm ever promote employees in this	occupation to hig	her level posi	tions?	□ No
If yes, what are the titles of the position	ns to which they n	nay be promote	ed?	
b. What skills are important for career advanceme	nt?			
16. What computer software skills, if any, does your fi	rm seek in applica	nts for this oc	cupation? (Please ci	heck all that apply)
Specify software names: ☐ None ☐ Word Processing ☐ Spreadsheet	Databas	se L	□ Desktop Publishin	g 🛮 Other:
17. What other new skills are needed to perform the d	uties of this occup	eation?		
18. When your firm hires employees for this occupation	on, which are the	top three mos	t successful recruitme	ent methods?
☐ In-house promotions or transfers	□ Newspap	per ads		□ Internet
☐ EDD		applicants		☐ Colleges/Universities
School/program referrals Private employment agencies		all referrals		☐ Employee referrals
☐ Private employment agencies	□ Trade jo	ournais		☐ Other (Please specify):
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:	□ Ye.	s	□No	
Would you like to receive a complimentary copy of the	survey results for	this occupation		□ Yes □ No

Date:

Your response to this question will help improve training programs for this occupation. 21.

Please rate each of the following qualifications, on a scale of 0 to 3, as to their level of importance for job entry. (Please circle)

OES CODE: 211140

		TECHNICAL:	NOT IMPORTANT	RTANT	VERY IMPORTANT	ORTANT
	100	Financial planning skills	0	1	2	3
	101	Business math skills	0	1	2	3
	102	Government accounting skills	0	1	2	3
	103	Ability to conduct an audit	0	1	2	3
	104	Cost accounting skills	0		2	3
	105	Tax accounting skills	0	_	2	3
	106	Estate planning skills	0	_	2	3
		Ability to use accounting software	0		2	3
61	108	Problem solving skills	0		2	3
	109	Verbal presentation skills	0	-	2	33
	110	Bondable	0	-	2	33
	111	Certified Public Accountant (CPA)	0	1	2	3
	112	Ability to write effectively	0	1	2	3
		PERSONAL OR OTHER:				
	113	Ability to work independently	0		2	3
	114	Ability to work under pressure	0	-	2	3
	115	Customer service skills	0		2	3
	116	Willingness to work with close supervision	0	1	2	3
	117 118 119	BASIC: Ability to read and follow instructions Ability to write legibly Oral communication skills	0 0 0		7 7 7	п п п

E:\SHAWNA\JEANNIE\\OOR 2002 ACCOUNT & AUDITORS



